

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Media Outlet Name]
[Media Outlet Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out on behalf of [Your Organization/Community Group] regarding a pressing issue that affects our community-- [briefly describe the issue, e.g., "the increasing rate of homelessness in our area"].

We believe that media coverage of this issue is crucial to raise awareness and foster dialogue among community members and local leaders. We would like to request an interview with your team to discuss [specific topic or angle related to the community issue].

We are available for an interview on [provide a few dates and times], but we are happy to accommodate your schedule as best as we can. Please let us know if you would be interested, and we can provide any additional information you require.

Thank you for considering our request. We look forward to the opportunity to collaborate with you in shedding light on this important issue.

Sincerely,
[Your Name]
[Your Title]
[Your Organization/Community Group]